


## ELECTRONIC SUBMISSION OF PROCUREMENT REQUEST

Effective Monday, 19 Jan 2004 ISC Procurement Shop will accept Procurement Requests (PR) through Electronic Submission in FPD. In order for your PR's to be processed the following steps must be followed.

1. Log onto FPD and fill in all appropriate blocks on your PR as you would normally, with exception to the following:

Block 3 – Office and Procurement Shop Unit ID.

- Procurement Shop Unit ID – defaults to the Originator's Unit ID. You "must" change the Unit ID to **4781A**.
  - The PR will appear in the Procurement Shop's Approved PR inbox when the PR has been approved by the final certifying official.
  - In order for the procurement shop to receive PR it must be "approved".
2. No "signatures" are required of the certifying officials. The certifying officials' approval in FPD is the "signature". Funds Manager and Funds Available shall be responsible for the review and approval of the funding and have authorized the release of this document.
  3. ISC Pre-Acquisition Review/Certification Form must be submitted with your PR either via E-mail or FAX at (808) 541-1558. Clearly mark the form or any other attachments with the PR Document Number for identification.
  4. Click the  Document remarks button in the tool bar atop the PR if you need to submit other info, such as, special instructions, delivery info, SOW/Specifications, government estimate, suggested vendor list, etc.
  5. Once the PR is electronically submitted in FPD, ensure that attachments are immediately sent to the Procurement Office via email or FAX so that it can be processed.
  6. Attachments to PR (forms can be found at the ISC Website)  
[Http://WWW.USCG.MIL/MLPAC/ISCHON/F\\_INDEX.HTM](http://WWW.USCG.MIL/MLPAC/ISCHON/F_INDEX.HTM)
    - a. ISC Pre-Acquisition Review Certification
    - b. Section 508 Compliance for EIT purchases
    - c. Justification for Sole Source

**Note:** Only Electronic Copies via FPD or original PR's will be accepted. To prevent duplication, "No Fax" copies of PR's will be accepted. Attachments can either be sent via email or faxed to (808) 541-1558.

**FAILURE TO INCLUDE ANY OF THE REQUIRED DOCUMENTATION CAN AND WILL DELAY YOUR PROCUREMENT REQUEST.**